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ABSTRACT

This guide lists materials to be used in the classroom instruction of word processing technology. A listing of international, national, and regional word processing associations is followed by an annotated enumeration of resources under nine headings: (1) booklets and brochures, (2) books, (3) films, (4) handbooks, (5) machine transcription programs, (6) magazines, (7) newsletters, (8) corporate research reports, and (9) skill manuals and workbooks. For each item listed, the guide provides availability information, including price, and a brief description. (JP)

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# EDUCATORS RESOURCE GUIDE

# TO

# WP MATERIAL FOR THE CLASSROOM

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## ASSOCIATIONS

American Word Processing Association
P.O. Box 1267
Lansing, Michigan

Arizona Word Processing
2623 South 21st Street
Phoenix, Arizona 85030

International Word Processing Association (IWP)
Maryland Road
Willow Grove, Pennsylvania 19090

Western Word Processing Association
P.O. Box 338
Station A
Vancouver, B.C. V6X2M7

Word Processing Association of Northwestern Ohio
P.O. Box 315
Toledo, Ohio 43654

Word Processing Management Association of Chicago
Montgomery Ward Plaza
Chicago, Illinois 60671

Word Processing Society, Inc.
P.O. Box 90920
Milwaukee, Wisconsin 53202

## BOOKLETS & BROCHURES

"How to Take Peoplework Out of Paperwork"

(FREE)

(BOOKLET)

Published by Norelco
Philips Bus. Systems, Inc.
A North American Philips Co.
175 Froehlich Farm Blvd.
Woodbury, NY 11797

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"Word Processing Today"

(FREE)

(BROCHURE)

Published by Xerox Corporation
3250 W. Market Street
Akron, OH 44313
Phone: (216) 836-9931

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"A Look at Photocomposition Equipment"

(PRICE: $20)

(BOOKLET)

Published by IWP
Maryland Road
Willow Grove, PA 19090
Phone: (215) 657-3220

Description: This booklet gives an overall example of photocomposition equipment on the market.

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## BOOKS

Compendium of Computer-Based Word Processing Systems

by Klaus Haider

- complete overview of word processing as well as application

- 50 pages with diagrams

Available through International Word Processing Association
Maryland Road
Willow Grove, PA 19090
Phone: (215) 657-3220

Price: $10/IWP Members
$15/Non-members

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Introduction to Word Processing

by Jennie Mason

- a general text which outlines the development and principles of word processing

- 168 pages

Available through Bobbs-Merrill Company
4300 W. 62nd Street
Indianapolis, IN 46268

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Word Processing

by Thomas Anderson and William Trotter

- explains the concept and tells how to ease the transition to word processing

Available through American Management Associations
135 W. 150th Street
New York, NY 10019

Price: $19.95/copy

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The Word Processing Explosion

by Gilbert Konkel & Phyllis Peck of W. P. Society, Inc.

- traces implementation of word processing in organizations, exploring both sides of the concept

Available through Office Publications, Inc.
P. O. Box 1231
Stamford, CT 06904

Price: $7.50/copy

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Word Processing in the Modern Office

by Paula Cecil

- has student workbook with exercises and lists for $3.50 (see SKILL MANUALS AND WORKBOOKS section)

- instructional resource package for use with textbook is available free of charge to teachers

Available through Cummings/Benjamin Publishing Company
2727 Sand Hill Road
Menlo Park, CA 94025

Price: $6.95/copy

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## FILMS

Dictation--Napoleon to Now
20 min.; color; 1975

A humorous beginning shows how everything can go wrong in dictating. This film provides key points in assisting management to make the best possible use of his/her dictation skills. Simple step-by-step guidelines are given for originating better communication today.

"In" Side Word Processing
20 min.; color; 1975

Input is the basis for success of any word processing system. From Edison's ediphone to today's dictating machines, see how the different types and features of the newest equipment make it easier for the author and transcriber to communicate quickly and accurately.

It's Really People
20 Min.; color; 1975

Machines do not replace people--they improve thier ability to do superior work. Word processing involves people properly chosen, properly trained, and properly motivated. Learn the points that experienced supervisors and personnel people offer for hiring, training and management for a successful word processing installation.

Kissing the Girls Goodbye
20 min.; color; 1975

For the good of the business, for the good of costs and production, in the name of accuracy, efficiency, saving and speed--and for his own good--bosses are going to have to kiss "the girls" goodbye. Get a good look at what the changes of word processing really mean to the traditional secretary and her office world.

"Out" Side Word Processing
20 min.; color; 1975

With the broad range of word processing electronic and computerized equipment available on the market, this film explains the basic types and applications of software and hardware in this field. It provides business and education with an understanding of termonolgy and general capabilities of word processing equipment in the business office today.

The Pivot Point
20 min.; color; 1975

What happens to management, the crucial group from which the bulk of business information pours, when word processing systems learn to use word processing wisely. Get first-hand advice on psychology and problems of change within the business structure and how to deal with it.

What's It All About?
20 min.; color; 1975

Words. . .Words. . .Words. . . What does it mean? See and hear about the latest revolution in the office today--word processing. From historical communication to the present

technologies, the viewer gets a clear look at and an explaination of word processing. It illustrates both the advantages and disadvantages to people and organizations.

Worries and Wonders
20 min.; color; 1975

Join a group of former personal secretaries talking about word processing. Live through their fears and minunderstandings.

These films may be purchased at a cost of $245 each or if the entire set is purchased at a rate of $220 per film. Rental for each is $36 the first day and $18 each additional day. They may be ordered from:

Information Management Corp.
1220 Winford Avenue
Green Bay, Wisconsin 54306

## FILMS

### Brady's Word Processing

Description: Sound/filmstrips and sound/slides, organized into six modules, incorporating live photography (shot on location), quality artwork, professional narrator and actors, music and effects, and an Instructor's Guide.

Module 1: Word Processing

The stress is on the people and the design of the system with input from the system's users. Compares a traditional office, where the effective typing rate may be only 4 - 12 words a minute, to an office using word processing equipment, where efficiency and effectiveness increase dramatically.

Filmstrip: $50; Slides: $60

Module 2: Alternative Word Processing Organizations

The following organizations are discussed and illustrated: Management Support Approach; Centralization/Specialization; Work Group Approach; Production Center Approach; and the Single Station Approach. The advantages and disadvantages are discussed as the candidates decide on which type of organization would be best for their skills and interests.

Filmstrip: $50; Slides: $60

Module 3: Workflow

A direct comparison is made between workflow of a conventional office system and a well-functioning word processing system in handling a request to generate a 20-page report in two days.

Filmstrip: $50; Slides: $60

Module 4: Careers

While job titles vary from company to company, and some job titles have not yet emerged, this module deals with the functional jobs in a word processing system, job description, and career paths as they are presently used in a large number of organizations.

Filmstrip: $50; Slides: $60

Module 6: The Office of the Future

This module shows how developments in computer technology, satellites, telecommunications, microfilm and microfiche and other areas have and will affect workers and offices.

Filmstrip: $50; Slides: $60

Complete Set Price: Slides/cassettes: $330
Filmstrips/cassettes: $275

This film may be acquired through:

Robert J. Brady Co.
A Prentice-Hall Company
Bowie, Maryland 20715
Phone: (301) 262-6300

## FILMS

The following films can be acquired by contacting the local Xerox office:

Word Processing Customer Orientation Film

Description: This film provides an overview of the uses of text-editing equipment and illustrates the inefficiency of traditional office methods.

The Puzzle

Both of these films deal with text-editing equipment.

The Answer

Architecture of Information
10 min.

Description: This film deals with general word processing concepts.

Word Processing Today
10 min.

Description: This film presents word processing in its present use; a brochure is available with this film.

The following films can be acquired by contacting the local IBM office:

Opportunity--Word Processing
9 min., color, 16mm or Super 8

Description: This film shows the old-fashioned methods of getting words onto paper and how they can literally inundate a secretary

A View of the Office
9 min., color, 16mm or Super 8

Description: This film introduces the word processing concept and is intended for students and others who are unfamiliar with text-editing and machine dictation equipment.

Paperwork Explosion
6 min., color, 16mm

Description: This film shows how you can't stop progress and word processing's use to keep with it in today's business.

Thoughts to Words to Actions
12 min., color, 16mm or Super 8

Description: This film demonstrates the time and money lost through old-fashioned methods of getting thoughts on paper.

Transition Word Processing
11 min., color, 16mm

Description: This film shows how IBM helps to make the word processing transition.

## FILMS

Word Processing: The Office of the Future

Produced by:

Media Systems Corporation
919 Third Avenue
New York, NY 10022

Description: It introduces the concept of word processing and describes the required skills. It has three primary areas of focus: managed secretarial systems, text-editing equipment, and career opportunities.

Price: $325 to purchase, $100 a week to rent

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9-Part Audio-Visual Packet

Produced by:

CPT Corporation
1001 S. 2nd Street
Hopkins, MN 55343
Phone: (612) 935-0381

Description: This packet is on word processing for the educational market and is aimed at vocational and secondary schools to prepare students to be word processing operators and managers.

Self-teaching packet contains the following:

9 film strips

Filmstrip 1 - covers the history and overview of word processing.

2, 3 - covers document analysis.

4 - 9 - covers instruction for operation of the CPT 4200 Series Casse-type Word Processing System.

Audio-Visual Packet contains the following:

Projector with headphones
Foot Pedal
9 film cassettes

Price: $675.00

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## FILMS

Word Processing: Take It From the Top

Produced by:

Information Management Corporation
1220 Winford Avenue
Green Bay, Wisconsin 54306

Description: This film shows the cost and quality of office functions and the need to re-evaluate office operations. Approximately 10 minutes.

Price: $245 to purchase, rental is $36 the first day and $18 each additional day.

**********

Word Processing: The Rules of the Game

Produced by:

Information Management Corporation
1220 Winford Avenue
Green Bay, Wisconsin 54306

Description: This film shows how a word processing center is implemented from the feasibility study to the first day's operation.

Price: $245 to purchase, rental is $36 the first day and $18 each additional day.

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Cardinal Association, Inc., Film Package

Produced by:

Cardinal Association, Inc.
P. O. Box 1947
Charlotte, NC 28233
Phone: (704) 333-8621

Description: This film helps aspiring secretaries to learn skills for automatic typewriting.

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## HANDBOOKS

### Business Equipment and the Courts, Guide for Court Managers

- explains applications of text-editing equipment, filing and reproduction systems to court environment and stresses qualitative measures that guide selection.

Available through Publications Department
National Center for State Courts
300 Newport Avenue
Williamsburg, VA

Price: $4.50/copy

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### Command Dictation Manual

- developed to provide users of dictation equipment with an acceptable and universal set of specifications to cover all of the main dictation concerns

Available through IWP Association
Maryland Road
Willow Grove, PA 19090
Phone: (215) 657-3220

Price: $3/copy

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### Handbook on Low-Cost Automatic Typing

Available through Word Processing Exchange, Inc.
Dept.# WP18
1250 N. Main St.
Ann Arbor, MI 48104
Phone: (313) 994-3200

Price: $4.95/copy

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### Management's Guide to Word Processing

- looseleaf binder format and contains a definition of word processing, describes its use in organizations and discusses equipment selection

Available through Dartnell Company
4660 Ravenswood Avenue
Chicago, IL 60640

Price: $55.50/copy

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### Starting a Revolution in Office Efficiency

- "Word Processing Report's" word processing handbook

Price: $12/copy

## WORD PROCESSING PROGRAMS BY IBM

The following programs by IBM may be acquired through Western Tape:

### Transcription Skills for Word Processing

- stresses listening and typing skills, proofreading, language arts, document formats, and secretarial procedures

35-belt set: $81.40
28-disc set: $81.85
35 belts, only: $63.50
28 discs, only: $68.40

| | | |
|---|---|---|
| For use with belt program: | student guide, each: | $11.25 |
| | transcriptions, each: | $ 2.50 |
| | teacher guide, each: | $ 3.50 |
| For use with disc program: | student guide, each: | $ 7.50 |
| | teacher guide, each: | $ 2.95 |

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### The Art of Machine Transcription

-objective to strengthen secretarial skills in machine transcription through realistic office experiences

20-belt set: $52.45
37-disc set: $95.30
20 belts, only: $40.10
37 discs, only: $82.05

| | | |
|---|---|---|
| For use with belt program: | student handbook, each: | $3.75 |
| | student workbook, each: | $2.50 |
| | instructor's guide, each: | $6.10 |
| For use with disc program: | student handbook, each: | $4.00 |
| | student workbook, each: | $4.50 |
| | teacher guide, each: | $4.75 |

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Western Tape
2761 Marine Way
Mountain View, California 94042

## WORD PROCESSING PROGRAMS BY IBM (continued)

### The "Selectric" Composer Belt Training Package

- training package is built around prerecorded belts which are supplemented by printed books
- coordinated to function as a single learning unit
- provides flexibility in planning and reaching the goals you set for your classes

17-belt set: $71.50
17 belts, only: $52.95
student notebook, each: $12.50
teacher handbook, each: $4.35

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### "Executive" Typewriter Belt Package

- ten belts in conjunction with the correlated manuals which serve as reference points and provide typing exercises
- instructions on margin settings, multiple copy and impression control setting, and line-space level placement

10-belt set: $27.50
10 belts, only: $16.50
short course booklet, each: $6.25
teacher handbook, each: $3.75

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## MACHINE TRANSCRIPTION PROGRAMS

The following may be acquired through Western Tape:
2761 Marine Way
Mountain View, California 94042

Pre-Transcription Practice

by Sharon Preston

- developed to allow students to develop a fundamental grasp of basic transcription processes
- can be completed in one or two class periods

1 recording set: $15.50
Student Handbook: $2/copy
Teacher Manual: $4/copy

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Norelco Machine Transcription, Model 84

by Dr. Gilbert Kahn

- a 40-minute introductory program supported by comprehensive teacher's and student's manuals

1 recording set: $15.50
Student Handbook: $2/copy
Teacher Manual: $4/copy

**********

Norelco Machine Transcription, Model 96

by Martha Price

- will acquaint student with the features of the Model 96 while providing interesting and challenging exercises

1 recording set: $15.50
Student Manual: $2/copy
Teacher's Manual: $4/copy

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## MACHINE TRANSCRIPTION PROGRAMS

The following may be acquired through South-Western Publishing Company:
5101 Madison Road
Cincinnati, Ohio 45227

Machine Transcription Word Processing

by Pasewark

-- text workbook and 12 cassettes give students realistic view of working as a transcriptionist in 20 different business offices. Available with a teacher's manual

Workbook: $5.32
Cassettes: $105

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The following may be acquired through Western Tape:
2761 Marine Way
Mountain View, California 94042

Norelco Machine Transcription, Model 98

by Office Administration and Business Education Department
University of Wisconsin at Eau Claire

-- a 30-minute introductory indoctrination program in machine transcription utilizing the mini-cassette "idea capsule" of the new Norelco line of dictation and transcribing machines for the business office and industry

1 recording set: $15.50
Student Manual: $2/copy
Teacher's Manual: $4/copy

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Sony Machine Transcription, Model BM-34

by Wini Stetson

-- to introduce this new Sony product, utilizing the standard cassette, to the machine transcribing market, 28 varied letters, memoranda and manuscripts have been prepared for initial transcribing practice

1 recording set: $12.50
Student Manual: $2/copy
Teacher's Manual: $4/copy

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## MACHINE TRANSCRIPTION PROGRAMS

Comprehensive Word Processing (basic program)

by Dr. Gary N. McLean & Leslie Froiland

- involves an extremely important area of learning with regard to future employment
- contains pre-tests, punctuation and/or grammar review, spelling review, vocabulary review, transcription practice, mini-simulation

20-recording set: $216.25 40 belt set: $218.10
Student Handbook: $4.70/copy
Transcript/Key: $7.36/copy
Pre-tests: (set of 10) $6/copy

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New York State Machine Transcription Course

by New York State Department of Education

- designed to follow a basic introduction to transcribing machines
- sufficient material to cover eight weeks
- Part I: consists of 7 tapes, 14 belts, 7 mini-cassettes (72 short letters)
- Part II: increases letter length and syllabic density of words (108 letters)

Part I: 7-recording set: $57.45
14-belt set: $68.39

Part II: 11-recording set: $89.20
2-belt set: $106.35

Complete set (part I and II): 18-recording set: $139.50
36-belt set: $170.15
transcript: part I: $5.36
part II: $5.36

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U.S. Business Speaks

by Western Tape

- a modern machine transcription program
- presents over 150 interesting letters from files of leading U.S. firms with contemporary business language and expressions with which your students should become familiar

10-record set: $125.60
20-belt set: $120.35
transcript: $4/copy

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## MACHINE TRANSCRIPTION PROGRAMS

### Machine Transcription Practice--Education and Insurance

by Dr. John Melrose, Dr. Lorraine Missling, Dr. William Mitchell, Ron Schlattman

- two 10-lesson programs fill the requirement for additional practice material
- final lessons can be used as evaluations

Education:

5-recording set: $63.25
10-belt set: $60.95

Insurance:

5-recording set: $63.25
10-belt set: $60.95

Transcript: $10.72/copy

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### Modern Office Dictation

by Dr. Wm. Mitchell & Patricia Ganser

- provides well over an hour of dictation sequences from three distinctively different situations

6-recording set: $61.05
14-belt set: $75.45

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### Career-Oriented Dictation

by Dr. Rosanne Reiff & James C. Matthews

- ten recordings which have timed dictation on one side and office-style on the reverse side
- covers banking insurance, word processing, advertising, fashion, public relations, consumer education, education

10-recording set: $107.25
20-belt set: $113

Student Handbook: $5.10/copy
Teacher's Manual: $7.90/copy

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## MAGAZINES

"Administrative Management"

Published by Geyer-McAllister Pub.
51 Madison Avenue
New York, NY 10010
Phone: (212) 689-4411

Price: $2/copy
1 yr. - $13
2 yr. - $20
3 yr. - $26

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"Modern Office Procedures"

Published by Div. of Pittway Corp.
614 Superior Avenue
West Cleveland, OH 44113

Monthly except 2 issues in October

Price: $1.50/copy
1 yr. - $18

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"The Office"

Published by Office Publications, Inc.
1200 Summer Street
Stamford, CT 06904
Phone: (203) 327-9670

Monthly

Price: 1 yr. - $10
2 yr. - $15

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"Word Processing"

Published by Office Products Division
IBM Corporation
Parson's Pond Drive
Franklin Lakes, NJ 07417

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"Word Processing World"

Published by Geyer-McAllister Pub.
51 Madison Avenue
New York, NY 10010
Phone: (212) 689-4411

Price: 1 yr. - $12 (9 issues)
2 yr. - $18 (18 issues)
3 yr. - $24 (27 issues)

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## MAGAZINES

"Words"

Published by International Word Processing Association
Maryland Road
Willow Grove, PA 19090
Phone: (215) 657-3220

Quarterly

Subscription included with IWP membership - $35/yr. for non-members

## NEWSLETTERS

"Viewpoint"

Published by IWP Association
Maryland Road
Willow Grove, PA 19090
Phone: (215) 657-3220

Monthly

Price: Included with IWP membership
$30/yr. for non-members

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"Word Processing Report"

Published by Geyer-McAllister Pub.
51 Madison Avenue
New York, NY 10010
Phone: (212) 689-4411

Published Twice Monthly

Price: $87 (also includes "Handbook on Word Processing" and "World Processing World" (9 issues)

$102 (outside U.S., Canada, and Mexico)

## REPORTS

All About Automatic Typing Equipment

by IWP & Datapro Research Corporation

-- a two-part report

(1) excellent tutorial on automatic typing systems, plus an exhaustive survey of commercially important automatic typewriters and text-editing systems

(2) 20 detailed reports, 4 pages each, about systems that are most popular in offices of IWP's audience

Available to IWP members only: Price: $30/copy

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Datapro Reports on Word Processing

Available through Datapro Research Corporation
1805 Underwood Blvd.
Delran, NJ 08075
Phone: (609) 764-0100

Free 30-day trial; subscription plan available by writing

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Word/One Report

-- has special report on application of computer text processing in the word processing center

Available through Word/One
Bowne Time Sharing
160 Water Street
New York, NY 10038

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Word Processing: A Survey of Perceptions and Attitudes of Top Management

-- 146-page report done for "Newsweek" by Starch INRA Hooper, Inc.

Available through Philip F. Shannon
Newsweek
444 Madison Avenue
New York, NY 10022

Price: $10/copy

## SKILL MANUALS AND WORKBOOKS

Introduction to Word Processing Skills and Simulations

by Jennie Mason

-- a text-editing skills manual with a workbook that provides various exercises to help students develop magnetic keyboarding skills

-- 128-page workbook

Available through Bobbs-Merrill Company
4300 W. 62nd Street
Indianapolis, IN 46268

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Machine Transcription in Modern Business

by Meyer & Moyer

-- a machine transcription workbook for students and trainees

Available through John Wiley & Sons
605 Third Avenue
New York, NY 10016

Price: $9.95/copy

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Word Processing in the Modern Office

by Paula Cecil

-- the student workbook with exercises that goes with the book (see BOOKS section)

Available through Cummings/Benjamin Publishing Company
2727 Sand Hill Road
Menlo Park, CA 94025

Price: $3.50/workbook

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